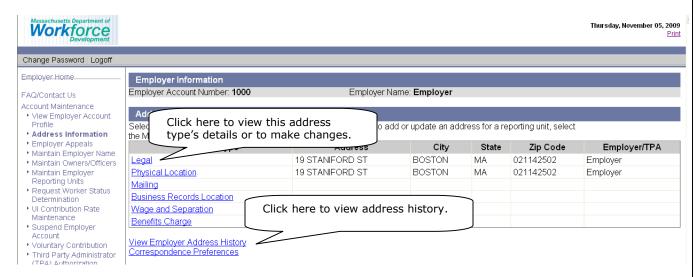
ADDRESS INFORMATION

Introduction	This section of the document will explain how an authorized user can view the primary address information on an employer account and modify it when necessary. An employer account can have up to six different types of addresses; only one address can exist per type. The six types are: Physical Location, Legal, Mailing, Business Records Location, Wage and Separation and Benefits Charge.
Helpful Hints	It is possible for an employer to have reporting units attached to the primary account. In that case, two types of addresses are allowed on each reporting unit: Physical Location and Wage and Separation. However, address maintenance for reporting units is not possible on the 'Address Information' page that is discussed in this section. Please refer to the 'Maintain Reporting Units' section for Reporting Unit address maintenance.

Step-by-Step Instructions:

- 1. Navigate to the account maintenance home page using the instructions provided in the section 'Navigating to Account Maintenance'.
- 2. Click on the link 'Address Information' from the list of available maintenance functions. The screen shown below will appear.

NOTE: If you wish to see the log of events associated with address changes in the past, click on 'View Employer Address History'.



- 3. Click on the address type you wish to view and/or modify.
- 4. On the address details page, make changes as necessary and click on 'Save'. Otherwise, return to the previous menu by clicking on 'Previous'.

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5. Viewing/modifying address information is complete.